

HOW TO AVOID FILING ERRORS AND DELAYS IN THE PROCESSING OF YOUR RETURN

- **File Electronically**
 - Qualified taxpayers can file electronically for free.
 - When you file electronically and choose direct deposit, you may receive your refund in less than 15 business days.
 - File fast and securely from your home PC.
 - Electronic Payment options are convenient, safe, and a secure method for paying your taxes.
- **Avoid sending your return by certified mail**
 - Sending your return via certified mail or courier will not speed the processing of your return.
 - The postal service imposes special handling procedures for certified mail that may delay processing your return.
 - The Department's preferred methods of paper document delivery are First Class, Priority Mail via United States Postal Service (USPS) with Certificate of Mailing or Express Mail via the USPS.
 - If you prefer mail confirmation the preferred methods are First Class Mail with Delivery Confirmation or Certified Mail with Electronic Return Receipt Requested.
- **Tax Software**
 - Use the current version of your tax software and check for updates periodically.
 - Overriding software warnings can result in invalid forms.
 - Avoid making handwritten changes to your return.
 - Use your software to make corrections.
 - Reprint a copy of your return with the updated changes.
- **Completing the Return**
 - Type or use black or blue ink only when filling out a return.
 - You can complete a fillable form online. (Fill in the information and print a copy of the return.
 - Click here for the Individual [500 Form](#).
 - Click here for the Individual [500 EZ Form](#).
 - Please do not staple your check, W -2s or any other documents to your return.
 - Make sure the mailing address is complete and accurate
 - Mail your return, payment and all necessary documentation to the appropriate address listed on the return.
 - Submit at minimum pages 1, 2, and 3 of the Georgia Form 500 Return.
 - Submit at minimum page 1 and 2 of the Georgia 500 EZ Return.

- Submit proper documentation (schedules, statements and supporting documentation, including W-2s, other states' tax returns, or necessary federal returns and schedules).
- Carefully check the identification numbers on your return for each person listed.
- Review your calculations on your return.
- Sign your return
 - Taxpayers must sign and date their returns.
 - Both spouses must sign the joint return, even if there was only one income reported.
 - The return preparer should also sign the return.
- **Payments and vouchers**
 - Make your checks or money order payable to the Georgia Department of Revenue.
 - Please do not staple your payment to the voucher.
 - Please do not fold your voucher and check.
 - Remove your check stub and keep with your records.
 - Cut the payment voucher along the dotted lines.
 - Use current year payment vouchers to file for the current tax year.
 - Use the current version of your tax software and check for updates periodically
 - Use the correct tax year ending and due dates when completing vouchers.
- **Amended Returns**
 - File Form 500X to correct information reported on Form 500.
 - Do not use Form 500 to correct a previously filed return or Form 500X as an original Return.
- **Forms**
 - Current and previous year tax forms can be obtained from the [Department](#).